

CONTENTS

CHAPTER 530. PAY RATES AND SYSTEMS (GENERAL)

SECTION A. (RESERVED)

SECTION B. (see VA Directive 5530.2)

PARAGRAPH	PAGE
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SECTION C. SPECIAL RATES FOR RECRUITMENT AND RETENTION

1. Scope	C-1
2. References.....	C-1
3. Policy	C-1
4. Submissions	C-1
5. Promotions	C-2
6. Informing Employees and Applications	C-2

CHAPTER 530. PAY RATES AND SYSTEMS (GENERAL)
(To Be Used With 5 CFR, part 530, subpart C)

SECTION C. SPECIAL RATES FOR RECRUITMENT AND RETENTION

1. SCOPE

This section applies to the establishment by the Office of Personnel Management (OPM) of increased minimum salary rates and rate ranges for specific classes of General Schedule positions in geographic areas where salary rates in private enterprise are so substantially above the statutory pay schedules as to handicap significantly the Government's recruitment or retention of well-qualified persons.

2. REFERENCES

- a. 5 U.S.C. 5301
- b. 5 U.S.C. 5305
- c. Executive Order 11073.
- d. 5 CFR, part 530, subpart C.

3. POLICY

a. Officials who exercise delegated authority to approved or recommend salary rate determinations are responsible for detecting and reporting the need for, or adjustments in, special salary rates. This requires consideration in detail of all available data on salaries, recruitment, and retention in relation to current or future VA salaries. It is also necessary to evaluate any possible effect upon VA operations, including impact on qualification and classification standards, other employees in the same or allied occupations, other stations, other Federal agencies, non-Federal employers, and on VA's budget.

b. Requests from field stations may be made only where special rates are absolutely essential to the VA's maintaining a competitive position in staffing the station, and where other administrative actions are not appropriate. Requests for special rates will be prepared to include information by grade level in accordance with FPM, chapter 530, section 3-5, and should be sufficiently explanatory, documented, and otherwise adequate to support a request to the OPM . Documentation must be specific enough to reflect the extent to which positive recruitment actions have been taken as suggested by current directives and guidelines.

4. SUBMISSIONS

a. Fully developed requests and recommendations will be sent through administrative channels to the Deputy Assistant Secretary for Human Resources Management for review and appropriate action.

b. For professional positions, as defined in the Office of Personnel Management Handbook of Occupational Groups and Series of Classes, a submission to the OPM will be by VA Central Office.

c. For nonprofessional positions, each request will be returned to the station. The station may submit the request to the OPM regional office of jurisdiction only if authorized by Central Office. An information copy of special salary rate correspondence to or from the regional office of the OPM will be forwarded to the Deputy Assistant Secretary for Human Resources Management .

5. PROMOTIONS

Upon promotion of an employee, from a position to which a special rate applies, to another General Schedule position not covered by a special rate range, the employee's rate in the higher grade will be computed against his existing salary rate as required by 5 U.S.C. 5334(b). Further, for any future position change action, such new rate becomes an earned rate and may be used as his highest previous rate.

6. INFORMING EMPLOYEES AND APPLICANTS

Applicants for appointment to special-rate positions and employees who are being paid at such rates should be furnished information about the nature of initial authorizations of special salary rates and subsequent adjustments.